



TAIF UNIVERSITY
COLLEGE OF COMPUTERS AND IT

CIT TRAINING REPORTFORMAT AND GUIDELINES

COLLEGE OF COMPUTERS AND INFORMATION
TECHNOLOGY

2023

The purpose of training is to provide students with an opportunity to practice various computers and IT skills and principles in the real world. So, Students are requested to follow the format below in writing final training report. The report should demonstrate what students learned and accomplished during the training period.

REPORT FORMAT

Each student is expected to submit a final report upon the completion of his/her training period. The report should comply with the fundamentals of technical writing. This guideline will help you to write training report in a professional way. Remember that the quality of your training is as the quality of your report. Here are a few suggestions for writing a good report in general:

- Organize the information in the report in a logical manner so that the reader can understand what you are trying to say.
- Use figures and tables to communicate results whenever possible. Figures and tables that illustrate the important findings should be located in the main body of the report. Arrange graphs and tables in such a way that they help to illustrate your points.
- Each figure and table must be titled to describe its conditions. Tables and figures can be used very effectively to support your comments and conclusions.
- Provide meaningful conclusions and material supporting the conclusions. In stating the conclusions, draw the reader's attention to supporting data or results. If possible, offer a reasonable "theoretical" explanation for the conclusions. Make statements as quantitative as possible.
- Do not omit any essential information or explanation. Include safety and chemical hazard information.
- Finally make sure that your report is free from spelling and grammatical errors.

The training report should comply with the following:

1. Font should be Times New Roman, 16 for headings, 14 for subheadings and 12 for the body.
2. Top, bottom and right margins should be 2 cm. Left margin should be 2.5 cm.
3. Line spacing should be fixed to 1.5
4. Page numbers should be placed at the bottom center of each page except for the title page.
5. Page numbers for Abstract, Acknowledgment, Table of Contents, List of Tables and List of figures should be as: i, ii, iii, iv, etc.
6. Page numbers for chapters starting from the Introduction to the end of the report should be as: 1, 2, 3, etc.
7. All tables and figures should have numbers and titles. The numbering format should be as: 1.1, 1.2, 2.1, 2.2, where the first digit indicates the chapter number and the second digit indicates the order in that chapter.
8. The number and title of the figure should be below the figure. The number and title of the table should be at the top of the table.
9. The final report should not be less than 10 pages and not more than 25 pages.
10. Students should submit the final report to the training supervisor via CIT training platform.

TRAINING REPORT COMPONENTS

The training report should have the following components at least:

- Abstract
- Acknowledgment
- Table of Contents
- List of Figures
- List of Tables
- Introduction
- Training Program
- Technical Experience
- Conclusions
- Recommendations
- References
- Appendices

ABSTRACT *Summarize the motivation behind your report. An abstract can be either descriptive or informative. A descriptive abstract includes the scope and findings of your report, while an informative abstract describes the contents one would find in your report. An abstract should not exceed **300** words.*

ACKNOWLEDGMENT *Acknowledge the people/organizations who have supported you through the training journey and helped better your experience. You can specifically name them and state the reasons you want to thank them. Acknowledgement should not exceed **100** words.*

TABLE OF CONTENTS *Major headings with page numbers.*

LIST OF FIGURES *List the figures in your report, mention the number, title and the page number.*

LIST OF TABLES *List the tables in your report, mention the number, title and the page number.*

INTRODUCTION *In this section, introduce the training entity, give a historical background about its establishment, products or services they provide, the organizational structure and any other related information to let the reader know about the entity you trained in.*

TRAINING PROGRAM *Give more details on the department you trained in and its role in the entity. Describe your position and the areas you covered during the training period. Also, include the training schedule here.*

TECHNICAL EXPERIENCE *Discuss in details what you learned during the training period. Provide a detailed description of technical and administrative activities that were assigned to you. In addition, provide a detailed description of skills you learnt and challenges faced during training.*

CONCLUSIONS *Provide a statement that summarizes what you learned during the eight weeks of engineering training and the knowledge you gained in this period.*

RECOMMENDATIONS *Give suggestions that you think would help to improve the training experience for other students.*

REFERENCES *List only the references you used in your report. List your references alphabetically according to author's name. Remember that plagiarism is strictly prohibited. The following format is the one to be used in your reports:*

- Book:
Geankoplis, C.J. (2003). *Transport Processes and Separation Process Principles* (4th Ed.). Upper Saddle River, NJ: Prentice Hall.
- Article:
Xara, S., Delgado, J., Almeida, M., Costa, C. (2009). Laboratory study on the leaching potential of spent alkaline batteries. *Waste Management*, 29, 2121.
- Web sites:
Wikipedia (2011). *Flash evaporation*. Retrieved October 25, 2011, from http://en.wikipedia.org/wiki/Flash_evaporation

APPENDICES *Attach any additional document supporting your report such as certificates, contact details, field evaluation, etc. Number the appendices properly as Appendix A*



[REPORT TITLE]
[TRAINING ENTITY NAME]

By
[Student Name]
[Academic Number]

Supervisor
[Name of Training Supervisor]

College of Computers and Information Technology
Department of *[your department]*
Taif University

[Month, Year]